

## Weekly Update

*Week of August 8, 2016*

**Subject:** One Section of the AM300 Asset Masters and Asset Reporting Course Announced

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Asset Users

The SCEIS Training Team is pleased to offer one section of the half-day course, AM300 Asset Masters and Asset Reporting on Wednesday, November 9, 2016. This course covers how to create asset shells, how and when asset shells are introduced into the procurement process, and how asset shells are involved in the procurement process.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **AM300 – Course Information**

**Course ID/Title:** AM300 – Asset Masters and Asset Reporting

**Description:** This course covers how to create asset shells, how and when asset shells are introduced into the procurement process, and how asset shells are involved in the procurement process. This course covers how to change, display, block and delete asset shells. This course also enables participants to understand the steps involved in executing asset reports. This course covers how to execute and interpret SAP standard fixed asset reports.

**Target Audience:** Employees with the following roles: Asset Accountant, Asset Custodian and Asset Manager.

**Pre-requisites:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### **AM300 – Section 02 – Fall 2016 Details**

**Class Date:** Wednesday, November 9, 2016

**Class Time:** 9:00 a.m. to 12:00 p.m.

**Class Location:**

SCEIS Training Room 202,  
1628 Browning Road, Columbia

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### **Registration Instructions:**

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemmployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
  - a. Type in the course ID and click "Go." Or -
  - b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).